

All:

This email is part of a series of year-end email reminders. It is **critical** that you read this information to stay up to date in requirements and possible changes to ensure a smooth year-end process. Please be sure to also review the full FY16 year-end memo and checklist on a regular basis to ensure that you are in compliance with all required items. Both documents can be found on the GEARS site for further details.

BUDGETS:

- A. The budgets for FY17 have been loaded into GEARS. A Budget Overview inquiry or a Budget Status report can be run to see the details. Any questions, please call the DBF Budget unit.
- B. Please be sure that you have reviewed the list of open encumbrances emailed to your respective court/department Administrative Official around June 17. We need your input as to whether the encumbrance is still required. Please contact Laurie Dominquez, 410-260-1409, with any specific questions or any other member of the DBF Budget Unit.
- C. In addition, please note that there is a new Encumbrance Request form that should be completed for all FY16 PO encumbrance requests and is due by July 15. The form is on the GEARS site.

ORDER TO CASH:

- D. If you process Order To Cash documents (OTC), please be sure that you've received recent emails in reference to year-end processing of deposits. These tasks are **very time sensitive** for tomorrow and Wednesday. If you are not aware of this change, contact me tomorrow AM and I will send you the email directly. Below are other OTC deadlines coming up this week.

Thursday, June 30	Order to Cash (OTC)	Ensure all FY16 adjustments, such as bad checks, CCU, P&P, are completed in GEARS.
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Thursday, July 7	Order to Cash (OTC)	All FY16 Revenue refunds should be recorded in GEARS.
Thursday, July 7	Order to Cash (OTC)	Send all remaining OTC adjustments, such as appeals and agency return of funds to DBF.
Thursday, July 7	Order to Cash (OTC)	Send Nonresident MD withholding report for June 2016 and Litigant (Escrow) Bank account information to DBF.
Monday, July 11	Order to Cash (OTC)	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.

- E. Please do not process your June EOM Disbursements until you have received the June interest amount from DBF.
- F. Only FY16 vouchers should be processed at this time. Invoices applicable to FY16 can be processed through Thursday, July 14. Between July 1 and July 14, please be sure to use a **June 30 accounting date** on all FY16 vouchers and **ensure AY2016** (or earlier encumbrance year) is referenced in the voucher distribution lines. Please do not complete any FY17 expense or revenue refund vouchers. They must be held until July 15

Friday, July 1	PTP – Accounts Payable and Order to Cash (OTC)	All FY17 invoice and revenue refund processing should be held until Friday, July 15.
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PROCURE TO PAY:

- G. Please complete your review of open purchasing documents and vouchers. Procurement has been steadily closing requested PO's and is now sending close notifications back to the requestor.
- H. Only FY16 vouchers (vendor invoices and expense reimbursements) should be processed at this time. Invoices applicable to FY16 can be processed through Thursday, July 14. Between July 1 and July 14, please be sure to use a **June 30 accounting date** on all FY16 vouchers and **ensure AY2016** (or earlier encumbrance year) is referenced in the voucher distribution lines. Please do not complete any FY17 expense or revenue refund vouchers. They must be held until July 15

Friday, July 1	PTP – Accounts Payable and Order to Cash (OTC)	All FY17 invoice and revenue refund processing should be held until Friday, July 15.
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- I. Please review your vouchers using the Voucher Activity Page. DBF has found many vouchers that have not been budget checked, not submitted for approval, pending approval, or have an associated match exception. These issues keep the voucher in a pending status and DBF is not able to process the voucher any further. Additional guidance for using the voucher activity page can be found on the GEARS site. To avoid running into match exceptions on vouchers, we recommend that you run a PO Buydown report to check availability on PO lines before completing a voucher linked to the PO. These issues are frequently happening on copier invoices. Please notify Procurement or Budget and Finance if you run into an exception to receive assistance.

[Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Vouchers](#) > [Voucher Activity Inquiry](#)

- J. Other items:

Thursday, July 7	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Masters and Jurors from the applicable counties should be submitted to DBF and Interpreters to Access to Justice.
Thursday, July 7	PTP – Accounts Payable	All tuition reimbursement expense requests should be submitted to the Education Division.
Thursday, July 7	PTP – Accounts Payable	Submit all inter-agency invoices normally processed by DBF.

GENERAL LEDGER:

- K. Please complete all required FY16 journal entries by July 8. It is very important that the accounting date on all FY16 journal entries be June 30, 2016.

Friday, July 8	General Ledger	Please complete any remaining FY16 journal entries in GEARS using a journal date of June 30. Non-GEARS users should have paper entries submitted as well. Please ensure that the journals are approved to allow for posting as well.
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